

Addressing Workgroup Meeting Minutes

September 6th, 2018

Present:

Mindy Cochran, Flathead County GIS

Nate Holm, Flathead County GIS

Michelle Howke, City of Whitefish

Darrell Schwartz, 911 Center

- **LUCA** – Mindy said they are finished with the Local Update of Census Addresses
- **Address Request Form** – Mindy said the new address request form is working well for the GIS department. She said it is nice to have the map attached to the address request so that they can tell where the access is. She said that there have been many landowner requested addresses lately.
- **Condominiums** - Michelle asked how the county handles condominiums (if they are given their own road name). Nate said he weighs what seems reasonable for the situation but typically, no, condominiums do not often have their own road name. Michelle commented that they do not have their own addressing regulations and that they usually follow the county's addressing regulations.
- **Re-addressing projects** - Darrell said he is working on the pending re-addressing projects. Nate said that they tried to reduce the number of county initiated readdressing this summer due to the new employee at the Road Department sign shop.
- **Lower Valley Rd addresses** - Darrell said there are a couple of addresses (3397, 3403, 3409, and 3393 Lower Valley) that needs to be prioritized for road naming. Nate said he would look at them as soon as possible.
- **DocPro** - Recently Darrell was set up with access to that system to watch for annexations into the city limits, which affect the 911 response areas. He said he doesn't think that there has been any annexations since he was set up with access to DocPro. He said there was confusion on who had authorization to change the 911 response areas following an annexation but he thinks that is clarified now.
- **Forest Fires** – Darrell said he has been planning evacuations.
- **Single unit designations** – Mindy said they had done an audit to identify addresses within the county data that had only one unit designation (for example: only one 123 Hawthorn Unit 5 (but no units 1-4)). Mindy sent the lists of such addresses within the cities to the respective cities for verification. Ron (Flathead County GIS) field checked those in the unincorporated county and made corrections as needed.
- **Field verified units inside city limits** – Nate said he has not heard back from Columbia Falls with permission to activate the addresses units that Darrell had field verified. Darrell said there were also a few along Wisconsin Ave in Whitefish that he had emailed Michelle about and had not heard back yet. Per the signed addressing agreement, GIS cannot change those in the GIS database without approval from the respective cities.

- **Insert Date on address data** – Darrell asked that the insert date on the GIS addresses be indicative of any type of change on the address data. Mindy said she would remind the drafters of that. Nate commented that it might be a good idea for Darrell to be watching a range of dates when looking for changes because although the drafters try to be consistent, they have a very long list of things to look for when drafting in new subdivisions and it is possible that this could be missed.
- **Next Meeting: 10 am March 7th, 2019. 3rd Floor Conference Room, Old County Courthouse at 800 S Main Street, Kalispell, MT**